Ogden Air Logistics Center

Innovation and Excellence

Military Personnel Management Course

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PURPOSE

- AFI 36-401, Employees Training and Development
- First-time civilian supervisors of military
- AFMC/CV reiterated importance

OVERVIEW

Ogden Air Logistics Center

Innovation and Excellence

- Standards
- Discipline
- Evaluations and Feedbacks
- Promotions
- Recognition
- Assignments
- Enlisted Specialty Training
- Professional Military Education
- Education
- Leave/Passes/TDYs
- Career Counseling/Retention Obligations
- Questions

SETTING YOUR STANDARDS

- Setting the standard
  - Importance of defining your standard
  - Attributes of a well-defined standard
    - Quantity, Quality and Timeliness
    - Authority to do so
    - Attainable
  - Ways to establish standard
  - Involve subordinates

MILITARY DISCIPLINE

- Why military law?
- Administrative, nonjudicial, and judicial proceedings
- Role of Area Defense Counsel (ADC)
- Supervisory Preventative Measures

MILITARY DISCIPLINE

- Why military law?
  - Nature of our business – defend the U.S. and our allies
  - Demand behavior – must be equipped and fit for duty
  - Military boundaries extend beyond the borders of U.S. bringing the need for a standardized system of discipline
  - Many offenses are unique to the military structure
    - -- AWOL
    - -- Failure to go
    - -- Room inspections
    - -- Dress and appearance standards

MILITARY DISCIPLINE

- Administrative and nonjudicial actions

  - What are administrative actions?
    -- Tools used to correct behavior without resorting to punishment under the Uniform Code of Military Justice (UCMJ)

  - Record of Individual Counseling (RIC) - AF Form 174
  - Letter of Counseling (LOC) - bond paper or letterhead
    -- Either can be used for positive or negative feedback
  - Letter of Admonition (LOA)
    -- When infraction is more serious than RIC or LOC
  - Letter of Reprimand (LOR)
    -- Most serious of these administrative actions

MILITARY DISCIPLINE

- LOC's, LOA's and LOR's can be verbal or in writing
  -- Written form provides paper trail for future actions
  -- Follow specific guidelines in AFI 36-2907
  -- Don't use Memos for Record (MFR) to document disciplinary action – can be used as witness statement

- Article 15 (nonjudicial punishment)
  -- Imposed only by CC, but can be recommended by supervisor
  -- Used as a rehabilitative tool – member has potential for continued military service
  -- Use administrative actions first, when possible
  -- Confident that case can be tried in courts-martial
  -- Always consult legal office for this type punishment

MILITARY DISCIPLINE

- Unfavorable Information File (UIF)
  - -- Used as a depository for derogatory information about a member's duty performance and personal conduct
  - -- Observation period is 6 months
  - -- LOC's, LOA's, LOR's, Art 15's
  - -- Used to make future disciplinary decisions
  - -- Documents within the file can be maintained for 1 to 2 years, depending on their nature
  - -- Consult AFI 36-2907

- Control Roster
  - -- Commander's management tools
  - -- Assist in controlling members
  - -- Ineligible for reenlistment, promotion, PCS

MILITARY DISCIPLINE

- Judicial Actions
  - Three types of courts-martial
    - -- Summary
    - -- Special
    - -- General
  - Summary courts-martial – <u>enlisted personnel only</u>
    - -- Only minor offenses
    - -- Same basic limitations as Art 15, except 30 days hard labor

MILITARY DISCIPLINE

- Judicial Actions (cont.)

  - Special courts-martial – enlisted and officers

    -- Punishments not to include over 6 months confinement, dishonorable discharge, dismissal (officers), and death

  - General courts-martial – enlisted and officers

    -- Tries most serious offenses

    -- Punishment limited only by the maximum allowable for the offense being considered, up to death

MILITARY DISCIPLINE

- Role of Area Defense Counsel (ADC)
  - Adds integrity to the military judicial system
  - Accused has same basic rights as a civilian
  - Two most important rights
  -- Involuntary self-incrimination (Art 31 and Constitution)
  -- Right to counsel
  - Legal counsel provided free of charge (incl. Art 15's)
  - Contact the First Sergeant if you feel rights advisement is necessary, prior to any questioning
  - Supervisor's cannot question member about conversations with ADC

MILITARY DISCIPLINE

- Supervisory Preventative Measures
  - Understand difference in military standards
    - -- Copy of Air Force Pamphlet 36-2241 Vol I (PFE)
    - -- Know what levels of responsibility are expected of their particular rank and skill level – encourage them to progress
    - -- Know the issues that affect your subordinates - on and off duty
    - -- Provide quality feedback sessions – initial, midterm, and any other time you see positive or negative trends forming
    - -- Be expeditious and fair with disciplinary actions
    - -- Always document counseling sessions – member signs
    - -- No desk drawer documentation – inadmissible

MILITARY DISCIPLINE

Summary

- Military law is designed to accommodate the unique needs of military discipline and mobility.

- There are three types of tools used for disciplinary actions: administrative, nonjudicial, and judicial

- The Area Defense Counsel provides checks and balances in the judicial system to defend and protect the accused from unfair practice.

MILITARY DISCIPLINE

Summary

- Reduce the amount of discipline actions by understanding how performance of your duties differ from your military subordinates.

- Know your subordinates and issues that may affect their performance.

- Provide quality feedback at appropriate intervals and when you see changes that warrant it.

- If discipline is needed – React swiftly and reasonably

EVALUATIONS AND FEEDBACKS

- Feedback process/timelines
- Feedback Forms
- Performance Reporting Process
- Suspenses
- Performance Report Forms
- Importance of Reports
- Where to go for Help

PROMOTIONS

- Airman Promotions
- NCO Promotions and Weighted Airman Promotion System (WAPS) Testing Cycles
- Officer Promotions
- Promotion Recommendation Form (PRF) Processing and Suspenses

RECOGNITION

- Awards and Decorations
  - Purpose
  - Who
  - When
- Special Trophies and Awards
- AF Form 1206
- Quarterly/Annual Awards

ASSIGNMENTS

- Time Lines
- Time-on-station Requirements
- Notifications
- Your Role

RETRAINING

- Employments
  - 777-2431

ENLISTED SPECIALTY TRAINING

- OJT
  - Minimum Time in Upgrade Training
- DOCUMENTS
  - (CFETP, AF Fm 623, AF Form 623a, AF Form 797, …etc)
- MANDATORY CDC PROCESS
  - AFI 36-2201 Attachment 3
  - 30-day per volume standard
- OVERTIME TRAINING
  - 24 months is the standard

Professional Military Education (PME)

- Enlisted:
  - ALS: SrA – SSgt--class assigned by panel of First Sgts and Command Chiefs
  - NCOA: SSgt – TSgt
  - SNCOA: MSgt – SMSgt

- Officer:
  - SOS: Capt(s) – Capt; class assigned by panel of Commanders/Directors and Senior Rater
  - ACSC: Maj(s) – Maj
  - AWC: LtCol(s) – Col

EDUCATION

- Air Force Tuition Assistance
- AF Leave of Absence/Ed Deferments
- Community College of the Air Force
- Commissioning Programs **(Academy/ AECP/ROTC/OTS)**
- Distance Learning **(training & academic)**
- Guidance Counseling
- Montgomery GIBill **($600 supplement)**
- Professional Military Education **(SNCO, SOS, ACSC, AWC)**
- Testing **(CLEP, DANTES, PME, certification, etc.)**

LEAVE

- Supervisor must sign AF FM 988 to approve regular leave
- Supervisor must verify current leave balance (LES or CSS listing)
- AF FM 988 must have a leave number assigned from the CSS for it to be final
- Commander is the approval authority for permissive TDYs, terminal leave, and excess leave
- Part 1 of AF FM 988 goes to FM after leave number is assigned. Part II is the member's copy
- Part III is retained by supervisor until member returns from leave.
- AF FM 988 must be signed by you and the member and forwarded to the CSS within one day of the member's return

PASSES

- A pass period is an authorized absence from duty for a relatively short time
- Regular and Special passes can only be authorized by the commander
- Special passes are not authorized in conjunction with leave
- Do not grant special passes in conjunction with non-duty days exceeding the 3-day or 4-day special pass limitation
- Cannot use regular or special pass periods to extend TDY periods.

TDYs

- You should keep a copy of the member's orders sending them TDY
- You should ensure member report to the CSS with orders to out process
- Upon return the member should notify the CSS of their return
- Leave in conjunction with a TDY is annotated on the orders prior to mbr departing TDY (You should have approved it on the notification RIP for the TDY)

Career Assistance Advisor

- The CAA is the wing's focal point for retention
- The CAA is a commander's, first sergeant's, and first line supervisor's primary source of retention information
- The CAA provides accurate, timely, and complete information on all enlisted retention related issues
- The CAA promotes service to the nation as honorable, valuable, and highly rewarding

Need More Info from Your CAA?

Ogden Air Logistics Center

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TEAM HILL
CAREER ASSISTANCE ADVISORS

For AFMC/AETC

MSgt JD Jennings
OO-ALC/CCCA

777-STAY
Building 180

For ACC

SMSgt La Rue Campbell
388 FW/CCCA

586-GOAF
Building 120

stay.usaf@hill.af.mil

24 Hour Retention Hotline
586-STAY

What's Your Role in Retention?

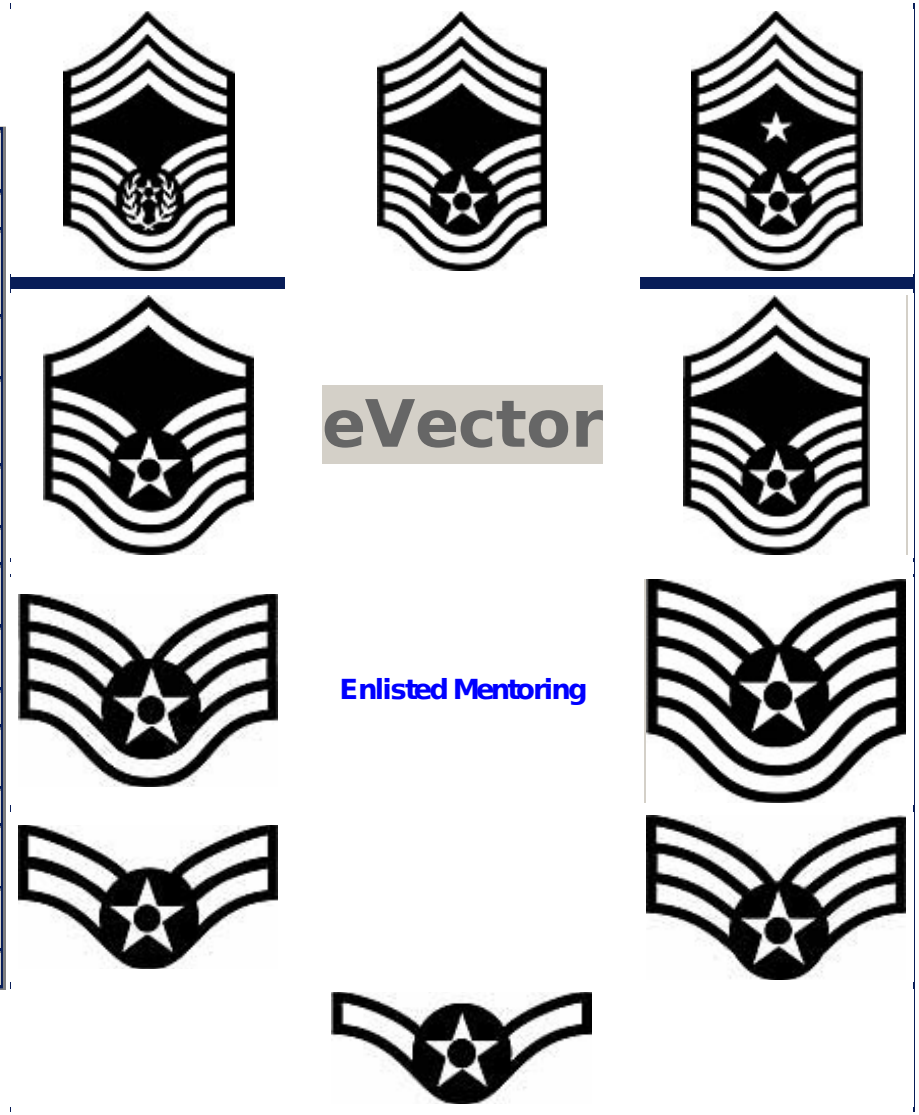
- Get to know the Air Force—personnel programs, education programs, benefits, compensation, history, and heritage
- Promote TOTAL FORCE—active, guard, and reserve; both military and civilian
- Support We Are All Recruiters (WEAR)
- Understand your words and actions can impact/influence potential recruits and those considering reenlistment or service in the guard and reserve

Staying Informed

- NOTAMS
- Commander, First Sergeant, Supervisor
- Base Newspaper/Air Force Times
- AF Radio and Television
- Daily DoD/AF News Articles
- Early Bird, AF Issues, CMSAF
- AFPC's Retention Home page
- Career Corner/ eVector
- Web based Retention Toolkit
- Career Direction Seminars

AMS - eVector

eVector Menu | eVector for Officers | eVector for Enlisted | AMS Main Menu



- Air Force Link
- AFPC
- AFPC Career Corner
- First Line Supervisor
- Frequently Asked Questions
- Pay & Incentives
- Promotion
- Your AF Career
- Career Opportunities
- Education
- Your Medical Care
- Family
- Travel & Leisure
- Air Force Publishing
- Defense Link

- AF Retention
- Benefits
- Education Services
- Enlisted Assignments
- Family Support Programs
- Casualty Services
- Military Assignments
- Personnel Statistics
- Promotions
- Retraining
- Retirement Separations
- Reenlistment Bonus
- Testing
- Training
- Virtual MPF

OVERVIEW

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QUESTIONS?

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